



Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

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1986 JUN 25 PM 2:50

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

M E M O R A N D U M

TO: Arvil Ensley
Budget and Accounting Officer
Board of Postsecondary Vocational Education

FROM: Vickie Oakes ^{Y.O.}
Records Management Officer
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

| | | |
|--------------|---------|--------|
| 76-191 | 81-109 | 81-181 |
| 76-192 | 81-110 | 81-182 |
| 81-7 | 81-176 | 81-183 |
| 81-8 | 81-177 | 81-185 |
| <u>81-51</u> | 81-178 | 81-192 |
| 81-71 | 81-179A | 81-226 |
| 81-108 | 81-180A | |

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Department of Education
Office of Vocational Education
Division of Vocational Instruction
Special Needs Program
Atlanta, Georgia

FOR RECORDS MANAGEMENT USE

Application Number

81-51

Date Received

1-20-81

Date Completed

1-23-81

2. Person to Contact

Raymond C. Martin

Working Title

Assistant Supervisor

Telephone Number

656-2516

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1977 to date

5. Records Series Title (followed by title used in office; if different)

Postsecondary Special Needs Program of Work Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

administering the Postsecondary Special Needs programs at the Area Vocational Technical schools (AVTS) in Georgia.

Included are:

Program of Work forms; and related correspondence.

File is arranged:

chronologically by fiscal year, thereunder alphabetically by school.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year;

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|-------------------------------|--|--------------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>[Signature]</i> | 1/19/81 | Walker L. Baumgardner | 1-16-81 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>[Signature]</i> | 1-21-81 |
| State Auditor/Designee | Secretary of State/Designee * | Attorney General/Designee | |
| <i>[Signature]</i> | Carroll Hartman | <i>[Signature]</i> | Jan 21, 1981 |
| | | | 1-23-81 |